



WORK AT ADP AND YOU CAN MAKE A DIFFERENCE IN THE LIVES OF OTHERS.

The mission of the Department of Alcohol and Drug Programs (ADP) is to lead efforts to reduce alcoholism, drug addiction, and problem gambling in California by developing, administering, and supporting prevention, treatment and recovery programs.

Job Opportunity:

Associate Governmental Program Analyst Licensing and Certification Division/Program Compliance Branch

Full-time, Permanent, Salary Range: \$4,400 - \$5,348

View full Duty Statement:
<http://www.adp.ca.gov/jobs>

Position Summary:

The Program Compliance Branch is seeking a motivated individual to serve as a complaint analyst for California's alcohol and other drug recovery and treatment programs. Through complaint investigations, the successful candidate will help ensure the provision of quality treatment. Join ADP staff in enforcement of standards for professional and safe treatment, achieving healthy individuals and communities free of alcohol and other drug problems. The incumbent will be responsible for applying laws, regulations and program standards in investigating allegations of violations of regulations, standards and professional treatment statewide. Investigate alleged violations of laws, regulations, and standards in residential and nonresidential treatment facilities; assess civil penalties for noncompliance; and prepare reports within specified and/or mandated time frames. Travel throughout California up to 70% percent of the time.

Desirable Qualifications:

Applications may be prescreened. Only the most competitive applicants will be interviewed.

- * Discretion, poise, flexibility, adaptability, self-confidence, perceptiveness, tenacity, diplomatic directness, and curiosity.
- * Ability to speak and write effectively and with independent judgment.
- * Ability to maintain perspective, compassion, ethics, and objectivity over time and in awkward situations.
- * Tolerate conflict; interface with varied personalities and a variety of people; and, establish and maintain cooperative relations – even in uncomfortable situations.
- * Decisiveness with strong analytical, writing, interpersonal, and organizational skills.

* WORK HOURS ARE FROM 8:00 A.M. - 5:00 P.M.

Final Filing Date: February 1, 2013

If you would like to become a part of a team which supports diversity and is dedicated to reducing addiction in California, please submit your application to:

Contact:

Harvinder Baraich
Department of Alcohol and Drug Programs
1700 K Street, 5th floor
Sacramento, CA 95811
(916) 445-3594, TDD (800) 735-2929

RPA #
A12-111-425
Position #
798-425-5393-713

Who Should Apply:

State employees in the above classification, persons with list eligibility, interest in a lateral transfer from an equivalent class, or reinstatement; and employees on Reemployment/SROA lists, or employees who are declared Surplus.

All interested applicants must submit a resume and a Standard State Application form (STD 678), with an original signature, to the contact person identified above. Clearly indicate the basis of eligibility in the Explanation Section of the STD 678.

The Department of Alcohol and Drug Programs is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.